

















Let's face it: The permitting process can be daunting. Laws vary from one jurisdiction to another, and often multiple agencies are involved. The City of Xenia wants to make the process easier for you!

The table below shows where to start and with which agencies you will interact for various types of projects. As you can see, you can start at the same place for all types of projects!

The  refers to the City's online permit application. No matter what type of project, this application figures out which permits you need and guides you to the right application and agency. It's our virtual "One Stop Shop."

If you need additional assistance, feel free to call the numbers at the bottom of the page.



Type of Project	Where to Start	Permit Types
<b>Building Construction/Expansion</b>		Zoning, Building
<b>Building Alteration</b> (renovation) without expansion		Zoning, Building (Zoning not required for interior renovation)
<b>Accessory Building</b> (detached shed, garage, gazebo, or other secondary building)		Zoning (over 50 sq. ft.), Building (over 200 sq. ft.)
<b>Building or Site Utilities</b>		Water/Sewer Tap, Electric, HVAC/Mechanical, Gas Line, Fire Suppression, Pressure Pipe, Plumbing
<b>Change of Occupancy/Use</b>		Zoning, Building, Food Service (for food service businesses)
<b>Deck</b>		Zoning, Building
<b>Patio</b>		Zoning
<b>Fence</b>		Zoning
<b>Private Pool</b>		Zoning
<b>Driveway or Parking Lot</b> (new or expanded on private property)		Zoning
<b>Sign</b>		Zoning, Building
<b>Public Sidewalk, Curb, Gutter or Apron Construction/Replacement</b>		Right-of-Way
<b>Demolition</b>		Zoning (if over 700 sq. ft. and in Historic District), Building
<b>Temporary Use</b>		Zoning, Building (tents over 400 sq. ft.)
<b>Temporary Sign</b>		Zoning (only if over 24 sq. ft.)

**AGENCIES**

**Zoning:** City of Xenia Xenia Planning and Zoning Department

**Building, Electric, HVAC, Mechanical, Gas Line, Fire Suppression, Pressure Pipe:** Greene County Dept. of Building Regulation

**Water/Sewer Tap, Right-of-Way:** City of Xenia Engineering Division

**Food Service and Plumbing:** Greene County Public Health

**State Permits (for businesses):** 1<sup>st</sup> Stop Business Connection  
800.248.4040 ohio.gov -> Click Business -> Start a Business

**APPLYING FOR A PERMIT?**

**START HERE:** [WWW.EXPLOREXENIA.COM](http://WWW.EXPLOREXENIA.COM) – CLICK PERMITS

**QUESTIONS?**

**CITY OF XENIA:** PLANNING AND ZONING 937.372.6389 ENGINEERING 937.376.7265

**GREENE COUNTY:** BUILDING REGULATION 937.562.7420 PUBLIC HEALTH 937.374.5600